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**Communications and Information**

**LAND MOBILE RADIO (LMR)  
SYSTEMS MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 33-1, *Command and Control, Communications and Computer (C4) Systems*. It establishes procedures and responsibilities for use, control and proper documentation of the Land Mobile Radio Systems (LMR) and Citizens Band Radio (CB) and applies to all users of LMRs and CBs under the jurisdiction of the 911th Airlift Wing.

**SUMMARY OF REVISIONS**

This is a revision of 911 AWI 33-103, 3 November 1996. It makes some minor administrative changes to the previous publication and updates the format. A ( | ) indicates revisions from the previous edition.

**1. General.** The LMR System consists of the Maintenance Expediter Net, Base Security Net, Base Civil Engineer Net, Base Transportation Net, the Commander's/Disaster Preparedness Net and participation in the County Fire Department Net. To ensure maximum efficiency of the system and effective maintenance support, provisions of this instruction must be adhered to without deviation.

**2. Responsibilities.** The net manager has operational control of a particular LMR network. Within the 911th AW this responsibility is assigned to the Chief of Security Police, Deputy Commander for Maintenance, Base Civil Engineer, Disaster Preparedness Officer, and Transportation Officer. Custodial responsibilities rest with LMR equipment custodian within each organization (user organization focal point)

2.1. Installation commander will:

- 2.1.1. Ensure that only the minimum number of LMRs are issued to satisfy valid requirements.
- 2.1.2. Control and allocate LMRs including spares.
- 2.1.3. Ensure the total number of LMRs on the installation is within the appropriate TA authorizations.

2.2. Communications will:

2.2.1. Approve and disapprove requests for LMR equipment.

2.2.2. Process LMR requests.

2.3. Base supply will maintain equipment authorizations and accountability documents according to AFMAN 23-110V2CD, *USAF Supply Manual*.

2.4. Using organizations focal point will:

2.4.1. Verify that all LMR equipment is needed, being used, all excess equipment, options, and accessories are turned in promptly to base supply.

2.4.2. Prepare requests for equipment.

2.4.3. Report in writing all lost or damaged LMR equipment to base supply and the communications manager. Prepare reports of survey or cash collection vouchers in accordance with AFMAN 23-220, *Report of Survey for Air Force Property*.

2.4.4. Ensure that all LMR equipment is on the equipment authorization inventory data records. Report in writing all unrecorded authorization inventory data records. Report in writing all unrecorded or unauthorized equipment to base supply and the communications manager. Take a physical inventory of all LMRs within the organization annually.

2.4.5. Monitor the age of the batteries and ensure that enough batteries are kept on hand for the LMR equipment. Provide antennas, cable harness, and brackets for mobile installations. These items can be obtained through normal supply channels.

2.4.6. Report all inoperative and malfunctioning equipment to 911th AW/SC or communications manager. Upon validation of a bona fide maintenance requirement by 911th AW/SC, use the unit IMPAC Card for any maintenance. The following information must be included in the report of all inoperative and malfunctioning equipment.

2.4.6.1. Serial number:

2.4.6.2. Type (mobile, base station, portable, etc.).

2.4.6.3. Net (Security Police, Disaster, etc.).

2.4.7. Ensure all fixed equipment is made available for maintenance and deliver all portable equipment requiring maintenance to 911th AW/SC.

2.4.8. Request frequencies through the base frequency manager (base communications manager).

2.4.9. Conduct customer education programs for all users in the organizations, using the "*Land Mobile Radio Customer Guide*" provided by the LMR manager (Base Communications Manager).

2.4.10. Notify the LMR manager or representative immediately of any changes in LMR equipment inventory and service. Forward a copy of the following forms to 911th AW/SC.

2.4.10.1. DD Form 1155, **Order for Supplies or Services**:

2.4.10.2. DD Form 1348-1A, **Issue Release/Receipt Document**.

2.4.10.3. Manufacturer's product performance report card.

2.4.11. Perform operational checks of all LMR equipment returned from maintenance.

2.4.12. Initiate LMR replacement action for equipment when necessary in accordance with paragraph four (4.) of this instruction.

2.5. Base communications manager or representative will:

2.5.1. Manages LMRs for the base commander.

2.5.2. Prepare a base directive on LMR Management as necessary.

2.5.3. Review requests for LMR assets.

2.5.4. Obtain frequencies according to AFI 33-118, *Radio Frequency Spectrum Management*.

2.5.5. Supplement the MAJCOM provided customer education package and provide it to the organizational focal points.

**3. Replacement.** The replacement of existing LMR equipment will be undertaken only when justified by an analysis of the condition of the equipment. Consideration must be given to the cost of repair, frequency of failures, deterioration of service, and availability of parts. The using organization focal point will document the above and forward the information to base communications.

3.1. Each LMR assets will be issued by the EMO to the using agency. The asset will appear on the responsible agency's customer authorization customer receipt listing (CA/CRL). Acknowledgment of the CA/CRL indicates possession, and also, constitutes the requirement for an annual inventory.

3.2. A physical inventory will be conducted by the using agency. Documentation of the inventory will be retained. The using agency will furnish a copy of the inventory to the base communications manager not later than five working days after completion. Discovery of any losses or theft will be reported immediately to the base equipment management office in accordance with applicable directives.

3.3. Each LMR asset will be accounted for by serial number. Records will indicate the unit, serial number, vehicle, building, room number as applicable.

**4. Citizen Band Radio (CB).** Citizens band radio is a citizen service and is not to be used to conduct official government business. The use of citizen band radios by Air Force is not authorized except for limited security police operations.

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